

Waste Reduction Team Contacts

Use the following worksheet to collect background information on your organization and contact information for employees responsible for waste reduction efforts. If you need assistance in completing this form, you might want to review your organization's records or interview facility and department contacts. If your organization occupies several different buildings, you might want to record the requested information separately for each building.

Organization Information

Organization Name:

Facility Name/Address:

Building Owner or Management Company:

Name of Contact:

Telephone Number:

E-mail:

Physical Layout and Organization

Building Location:

Number of Employees:

Size (Area):

Number of Floors:

Is the Facility Equipped with

☐ Freight Elevators

☐ Loading Dock

List Any Other Companies Leasing Space in the Building:

Organization Name

Name of Contact

Telephone Number

Department Contacts

Name of Contact:

Title:

Department Responsible For:

Telephone:

Email:

Department's Major Functions:

Name of Contact:

Title:

Department Responsible For:

Telephone:

Email:

Department's Major Functions:

Name of Contact:

Title:

Department Responsible For:

Telephone:

Email:

Department's Major Functions: